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Classified Staff Commission  
Executive Meeting Minutes  
Thursday, September 26, 1997

President Tony McGuirt called the meeting to order at 9:05 am.

**Present:** Alexandra Barnes, Cal Becker, Brian Becknell, Cathy Bell, Debbie Calhoun, Myra Cato, Tony McGuirt, Olivia Shanahan, Betsey Shira, Dick Simmons.

**Absent:** Mike Moore.

1. **Minutes:** Minutes were approved as amended.
2. **President's Report:** Tony reported the following:
  - A. Olivia has resigned as Policy and Welfare Committee Chair. Tony will send her an official thank you letter.
  - B. Tony distributed the resolution the Faculty Senate passed to assist the Library on funding.
  - C. Tony distributed the suggested dates for summer orientation. Give feedback to Almeda Jacks.
  - D. Dr. Curris sent e-mail announcing Dr. Ransdell is taking position at Western Kentucky, upcoming restructuring of Administration and Advancement, and his response on the Library.
  - E. There has been some response to our pre-survey question. Send these to Chuck by next Friday.
  - F. **Board of Trustees:** Next meeting 10/10 at 9:30am.
  - G. President's Commission on Women: Jeannine Ward and Thea McCrary are staff members serving on the Commission. Dr. Curris may still choose one of names submitted by the CSC, as one slot remains open. Tony and Cathy are to meet with Dr. Curris.
  - H. **President's Cabinet:** Nothing new.
  - I. We set meeting for 10/2 to discuss support staff request, salary survey, 2% set aside dollars for next year, goals and annuity response. Tony will also share his Executive Board fax list.
  - J. **FMO Issue:** There seems to be some problems in the Zones; job descriptions are not updated, employees are not trained to do jobs and they feel underpaid. April shared copies of all the correspondence she has. Tony wants to get facts on what has happened and what was expected to happen. Dick is to send the names of all the Zone supervisors to April. They were given a one year period during which PD's were to be done. Tony plans to set up a meeting with Dr. Ransdell and Pat Hall.
  - K. Will Hopkins is the new golf course manager. Tony will have to talk with Jeff regarding the possibility of CSC holding a Friday golf tournament.
  - L. Insurance changes talked about at the last CSC meeting are mandated by Health Insurance and Accountability Act of 1996. HRAC advises employees to read the Insurance Advantage and attend the insurance meetings to be aware of changes. Dates of these meetings were listed in the 9/19 Inside Clemson. Insurance concerns should be addressed to SCSEA or the Insurance Advisory Committee (Higher Ed Representative: Carol Bonnett at USC).
3. **Treasurer's Report:** No report.
4. **Committee Reports:**
  - A. **Membership:** Alexandra reported we have approval on letters to supervisors on CSC members and supervisors of CSC Executive Board members. CSC luncheon is penciled on Dr. Curris' calendar on 4/14/98. They are working on protocols for selecting marshals for graduation ceremonies. 2389 staff members hold 234 advanced degrees and 20 PhD's. Next meeting is 10/3 at 1:00pm at which they will discuss constituent areas and representation. Send your feedback to Alexandra. Alexandra urges members to use their e-mail distribution lists. A request was made for Faculty Senate member to speak to the CSC.
  - B. **Communications:** Myra reported they met 2 weeks ago. They are promoting the scholarship fund at the Benefits Fair Booth. Next meeting will be 10/1. Myra made a request for each Exec member to solicit one (1) door prize. Sign-up sheet was passed around. Pins will be available to those who pledge \$50+ to the scholarship fund. Myra will have instruction sheet/orientation presentation script at the Benefits Fair for those working the booth. CSC Brochures and Legislative Brochures have been updated and printed. Arrangements have been made to get candy. Myra will send Debbie e-mail to distribute to all reps for

Speaker

dissemination to their constituents.

- C. **Policy & Welfare:** April reported FMO situation is the latest issue. A request was made to allow staff to give input on Grievance Policy. SCSEA member will attend P&W meeting on 10/14. Other issues are on hold until results of survey are received. ARA concerns need to be addressed to Stan Guinn or John Gilbert. Next meeting will be directly before next CSC meeting.

- D. **Scholarship:** Brian reported LeRay has sent Chuck the photos to appear in the next *Inside Clemson*. They are discussing the possibility of a Friday tournament. They have gathered the pictures for the Benefits Fair. Betsey has finished the Scholarship Brochures. Suggestions were made to add year above the member list and to list all the CSC Scholarship recipients.

5. **Unfinished Business:**

- A. Motion was made "to accept April Warner as Chair of the Policy and Welfare Committee." The motion was seconded and approved.
- B. **Executive Committee Meetings** will be on last Friday of the month in 538 Edwards Hall.
- C. **Adherence to By-laws:** By-laws state resolutions and committee reports are to be submitted in writing to Executive Committee before being presented to the entire CSC. Tony requested all reports be sent to all Exec members via e-mail. Minutes can be used as reports.
- D. **Proposed By-laws Changes:** Betsey proposed the following: Article I, Membership, Section 2. A. Elections change to – "The details of the elections should be contained in a separate document, Election Procedures, to be reviewed and updated as appropriate by the Membership Committee with final approval by the Executive Committee." Article III, Committees, Section 5. University Committees/Councils change to – "... and contained in a separate document, University Committees/Councils, to be reviewed and updated as appropriate by the Secretary of the Classified Staff Commission with final approval by the Executive Committee." These changes will be taken to the full CSC at the next meeting. They will go in the notebooks of all CSC members under a separate heading of "Policies."
- E. **Laptop:** Purchase vote was approved; at the time of support person discussion it was shelved. Debbie is to give Cal computer specifications so that he can place order.
- F. **Peer Institution Annuity Survey Responses:** Tony will send us a copy of the responses on the peer institution annuity survey before 10/2.

6. **New Business:**

- \* A. **Budget Council:** They meet four (4) times a year. There is \$400,000 which the Budget Council has for possible distribution. Requesters must submit justification for their request.
- B. **Faculty Survey:** Kaye Lawson compiled this survey. We may want to have Kaye talk with Executive Committee. Tony shared what Scott Ludlow gave him as response to questions submitted. Tony feels that this survey has been validated since it is being used by administration. This survey covers two fiscal years.
- C. Mike Moore's address has changed to LaMaster Dairy Center, 128 Long Hall.
- D. Cathy sent a thank you letter to Jeanine Saccogna.
- E. Cathy sent Robbie Nicholson a copy of the By-laws to compare to the web page. Alexandra will talk to Robbie about what to update on the web page.
- F. Cathy had questions as to decide on future speakers. She thought it was a good idea to ask Fran McGuire of the Faculty Senate. Tony said Cathy could make these decisions. Give Cathy your feedback.
- G. Dick mentioned the HR Employee Development Training Calendar will be in *Inside Clemson's* next issue. Nine staff are in program to receive GED. Holiday letter outlining 1998 holiday schedule will be taken to HR Advisory Committee for feedback. April Warner will now be attending the HRAC Meetings.

The meeting adjourned at 12:00pm.